

# **CACFP Recordkeeping Requirements**



The following details recordkeeping requirements for the new CACFP meal pattern and documentation that must be kept on file. These apply to ALL Programs.

#### Menus

## The following must be documented on menus:

MILK: Type of milk for each age group served. This includes listing the fat content (e.g. whole, low-fat or 1%, and fat-free or skim) and if the milk is flavored.

Examples: Whole milk is served to children age 1

1% milk is served to children ages 2 and older

Chocolate fat-free milk is served to children ages 6 and older

### **GRAINS:**

- Whole Grain or Whole Grain-Rich Items: Must be identified.
  - Write next to the grain item:
    - Whole grain OR WG
    - Whole grain-rich OR WGR
    - Grains like quinoa, brown rice, oatmeal, etc. do not need to be identified as WG or WGR
- **Cereals:** The specific name of cereal(s) must be written.

  Note: A cereal that is at or below sugar requirements

  may not necessarily be a Whole Grain or Whole Grain
  Rich Item, but still may be served as the grain item

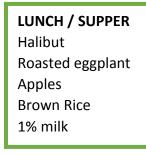
## BREAKFAST WG Cheerios Raspberries 1% milk

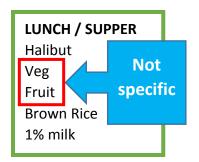
Parmesan chicken WG Noodles Roasted Carrot Coins Blueberries

LUNCH

1% milk

**FRUITS AND VEGETABLES:** The specific fruit and/or vegetable(s) served at each meal and snack must be recorded on menus filed with the claim.





#### **Documentation**

## The following must kept on file for the actual items served:

In addition to keeping one or more of the below on file, it is recommended that agencies create lists of whole grain-rich items, cereals, yogurts, and tofu that meet CACFP requirements and are being served. Lists may be used as a reference to know what items to purchase.

#### Whole Grain-Rich Items:

1. Product package that identifies the item as a **whole grain** (ex. Brown Rice, 100% Whole-Grain label)







- 2. Product package with ingredient list that shows a whole grain as the primary ingredient by weight
  - o A whole grain is the primary ingredient if listed as the first ingredient, or second after water

Note: If the primary ingredient is not a whole grain, proper documentation from the manufacturer or a standardized recipe is required.

Ingredients Whole-wheat flour, water, enriched unbieached wheat flour, yeast, sugar, wheat gluten.

3. Product package with food label displaying one of the FDA whole grain health claims

Health claim wording must match exactly as below. There are some health claims with slightly different wording and do not meet the requirements for being a whole grain item

"Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers."

"Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

- 4. Recipe that includes all ingredients and identifies grain ingredient amounts by weight or volume
- 5. Child Nutrition (CN) label or product formulation statement from manufacturer to identify entrees as whole-grain rich

<u>Cereal and Yogurt (for sugar amounts), and Tofu:</u> Keep actual package, picture, or a copy of the product package including the name of item and Nutrition Facts Label.

## **Financial Recordkeeping**

**Non-creditable foods are unallowable costs.** They cannot be included in your CACFP food costs, even when served as an extra with a reimbursable meal/snack. **Non-creditable foods must be paid for with another funding source.** Examples include:

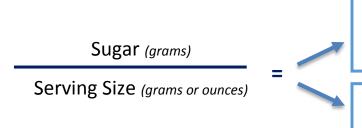
- Grain-based desserts (ex. Graham crackers, granola bars, cookies)
- Combination food items (ex. store bought pizza, chicken nuggets) not supported with a CN label or production formulation statement
- Other non-creditable food items (ex. Ice cream, gelatin, pudding, popcorn, bacon, potato chips, etc.)

### **YOGURT**

• CHART: Use chart to determine if amount of sugar in yogurt is less than or equal to limit

Serving Size (OUNCES)	Serving Size (GRAMS)	Sugar Limit Sugars Cannot be More Than:
2.25 ounces	64 grams	8.5 grams
4 ounces (1/2 cup)	113 grams	15 grams
5.3 ounces	150 grams	20 grams
6 ounces (3/4 cup)	170 grams	23 grams
8 ounces (1 cup)	227 grams	30.5 grams

• **CALCULATION:** If yogurt serving size is not listed above, calculate sugar threshold by dividing the amount of sugar (in grams) by the serving size (in grams or ounces):



# When yogurt is in GRAMS:

Number must be 0.135 or less

## When yogurt is in OUNCES:

Number must be 3.83 or less

### **CEREAL**

• **CALCULATION:** Calculate sugar threshold by dividing the amount of sugar (in grams) by the serving size (in grams):